

17 April 1961

MEMORANDUM FOR: Director of Logistics
Chief, Management Staff

Handwritten: (Cross file)
C/L Case file

SUBJECT : Logistics - Records Management Staff Responsibilities for Stockpiling Filing Equipment

REFERENCE : (a) Memo dtd 30 Mar 61 to C/Mgmt Staff fr D/Log, subj. : "Safe Filing Cabinet Requirements"
(b) Memo dtd 4 Apr 61 to DD/S fr C/Mgmt Staff, subj. : "Supply Requisition for 150 Two-drawer Safes at \$340.32 each - Total \$51,048"

1. I have reviewed the referenced memoranda and related papers. The purpose of this memorandum is to give you specific guidance in this particular case and general guidance for the handling of similar matters in the future.

2. It was not the purpose of either Regulation [] paragraph 3.a.(3), or Handbook [] paragraph 4, to vest responsibility for determining stock levels of filing equipment with the Chief, Records Management Staff. Rather, these paragraphs were intended to ensure insofar as possible that the Agency's filing equipment was standardized. The maintenance of a proper stock level of such equipment is without question the responsibility of the Director of Logistics. However, it is also expected that in making such determinations, the Director of Logistics would avail himself of the advice and assistance of the Chief, Records Management Staff.

3. In this particular case it appears that we may have overlooked the possibility of a substantial return to stock of two-drawer safes when we move to the new building later this year and that we, in fact, do not need to requisition 150 new ones.

4. The Director of Logistics is directed to re-examine this matter in the light of our move to the new building and to report his findings to the Deputy Director (Support).

[]
L. K. White
Deputy Director
(Support)

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3-3-2
Corresp.
Cabinets*

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L. K. White
Deputy Director
(Support)

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Rec'd by hand from [redacted] 4/19

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**CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP**

TO	NAME AND ADDRESS	INITIALS	DATE
1	Chief, Management Staff Room 601, 1016 - 16th Street	<i>[Signature]</i>	4/19
2	[redacted]	<i>[Signature]</i>	4/21
3	[redacted] File -	<i>[Signature]</i>	4/21
4			
5			
6			

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

FOLD HERE TO RETURN TO SENDER

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	<div style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></div> Supply Division		
2	SMCB, 1200 Quarters Eye		
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: Confirming our phone conversation of today, the estimates of turn ins of two drawer safes for the next 6-8 months are as follows: 1. Offices we contacted gave estimates totaling 112 - 2 drawer safes. 2. The Chief, BSO estimates one-half of the 378 now in use in Headquarters will be returned to stock as a result of the move to the New Building. 3. Another estimate of approximately 90% of the (see reverse side)			
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FROM: NAME, ADDRESS AND PHONE NO.			DATE
<div style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></div> Rec. Mgt. Staff			4/23/61

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378 can be returned as a result of the move since the non-insulated two-drawer will be available for use in the New Building. The insulated type would then be available to meet the requirements of those people who do not move as well as the overseas needs.

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	<input type="text"/> Supply Division		
2	SMCB, 1200 Quarters Eye		
3			
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks:			
<p>We agree that items 1 and 2 on Property Turn-In Document 994A-5502-61 should be declared excess to our needs.</p> <p>Item 1 of Property Turn-In Document 994A-5504 should be retained for further use. Item 2 is the same as Item 2 of Document 994A-5502-61 and can be treated likewise.</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
<input type="text"/> Rec/Mgt/Staff			28 April '61
UNCLASSIFIED			CONFIDENTIAL
SECRET			SECRET